

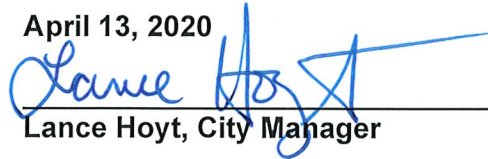
ADMINISTRATIVE POLICY 2020-44

SUBJECT: Office Dress Standards
(non-uniformed personnel)

DATE ISSUED: April 13, 2020

DATE EFFECTIVE: April 13, 2020

APPROVED:


Lance Hoyt, City Manager

SECTION ONE - PURPOSE. The City's image rests on the impressions created by written materials, telephone presence and the appearance of employees and worksites. The quality of services shall be consistently reinforced by professional appearance.

SECTION TWO - POLICY:

1. The City expects its' employees to dress in a manner consistent with the commitment to maintain a professional office environment. Office dress standards may be relaxed due to extreme weather conditions or because of special work requirements.
2. **APPROPRIATE BUSINESSWEAR:** The City has established the business-casual dress standard. The following guidelines establish the criteria for appropriate business-casual dress to be worn by all non-uniformed city personnel. The primary objective is to have employees project a professional image.
 - a. Casual dress does not mean sloppy. Clothing should be clean, pressed or wrinkle free. Inappropriate items include clothing that is ripped, frayed, stained or messy.
 - b. Slacks: Slacks and cotton slacks should be clean and wrinkle free. Inappropriate items include jeans, jean-like slacks or denim, sweatpants, yoga pants, bib overalls, spandex or other form-fitting pants. **Exception:** Casual Fridays: Employees may wear jeans that are clean and wrinkle free, and are not excessively worn, faded and do not have holes.
 - c. Shirts: All men's shirts must have collars; golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include T-shirts, sweatshirts, tank tops, halter tops, sleeveless tops, shirts with large lettering or logos and any tops with skinny straps unless worn under another blouse or jacket.
 - d. Dresses, Skirts, and Shorts: Casual dresses, skirts, jean skirts, and mid-length split skirts and shorts are acceptable. Inappropriate items include mini-skirts, and spaghetti-strap dresses.
 - e. Footwear: Loafers, boots, flats, dress sandals and leather lace shoes are acceptable. Casual socks, no socks or stockings are acceptable if it is appropriate for the rest of the outfit. Inappropriate items include athletic shoes, sneakers, flip-flops or slippers. **Exception:** Casual Fridays: Employees may wear clean athletic shoes or sneakers.
 - f. Other Apparel: Items such as hats, sunglasses or bathing suits are inappropriate.

- g. Hygiene: Employees must practice proper hygiene and should recognize that co-workers and/or visitors may have sensitivity and/or allergic reactions to various fragrant products. An employee with a concern about scents or odors is to contact his/her supervisor
 - h. The City prohibits any visible tattoo that is offensive. "Offensive" tattoos include, but are not limited to, any tattoo depicting nudity, violence, sexually explicit or vulgar art or words, or that is objectionable or demeaning to the image of the City. In general, if the City's other policies (e.g., Harassment Prevention and Workplace Violence) would prohibit the speaking of the words, or display of the art, in the workplace then the tattoos, jewelry or body piercing(s) may not be visibly worn at work. Employees may wear jewelry or body piercing(s) that does not detract from the overall professional appearance. Supervisors have the sole discretion to decide whether visible tattoos, jewelry or body piercing(s) are appropriate for the job position.
3. VIOLATION OF POLICY: Employees may be sent home to make appropriate changes. Failure to return to work in compliance with the request will also be considered a violation of this policy. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Failure to comply with the Office Dress Standards will result in corrective action up to, and including, termination of employment.